

**Rivergrove Water District  
Public Hearing/Regular Board Meeting  
February 24th, 2020**

Volunteer Chair McDowell called the Rivergrove Water District regular board meeting to order at 7:34 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, Patterson, McDowell, and Johnson were present. Commissioner Magura was excused. Water District Manager, DJ Ezell, Finance Specialist, Janine Casey were also present. District Engineer Kyle Pettibone and District Auditor Dennis Connor attended after 8am.

**Public Comment** - No public present.

**CONSENT AGENDA**

**TAB 1: Minutes-January 27<sup>th</sup>, 2020**-Tabled due to lack of quorum present from the previous meeting.

**FINANCIAL REPORT**

**TAB 5: January 2020 Bank Statements, Reconciliations, Balance Sheet, Accounts Receivable, Income/Expense Summary Charts, Check Register, Transaction Detail by Account, Revenue & Expense Budget vs Actual and by Class**

DJ asked if there were any questions. She said they did have to do some changes to reclass some items that were in a class called other but that was done and completed. We did get the \$100,304 that was the 2<sup>nd</sup> loan disbursement requested. It will however, show up in next month's financials.

*Commissioner McDowell moved to approve the financial report as submitted. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Johnson, Roth, and McDowell voted aye. Nays-none.*

*Commissioner McDowell moved we pay the bills. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, and McDowell voted aye. Nays-none.*

**UNFINISHED BUSINESS**

**TAB 4: Resolution 2020-01 Prevention of Workplace Discrimination, Harassment, and Retaliation Policy Update: Passed legal review.** Chair Roth asked if there were any questions? DJ stated only one where it says additional support services it has an area where you can list additional services and was wondering if the Board would like to add services such as EAP providers, etc. She did not add anything there. Board discussion centered on finding out what these types of services would cost, are we legally required to have it, and passing the resolution as is until we have more information. Main concern if an employee is having issues and has been a good employee it is good insurance to have an outlet that they can go to help them.

*Commissioner McDowell moved to approved Resolution 2020-01 passed by legal review.*

*Commissioner Johnson Seconded. Commissioners Roth, Johnson, and McDowell voted yes.*

*Nays-Commissioner Patterson no stating not until we have identified those employee additional resources. Motion passed.*

**TAB 3 & 6 : Intertie meter calibration results**-DJ reported that we did the intertie meter testing on the 13<sup>th</sup> and it came out as 97% accurate, which is acceptable to the City of LO. They remarked that normally anything over 90% was acceptable. February billing was completed.

IFA meeting was attended by Kyle, Commissioners Roth and Patterson, and DJ. DJ thanked Commissioners Roth and Patterson for attending. During the discussion it seemed a little touch and go but then the vote was taken and it was unanimous for approval.

Auditor Dennis Connor and Engineer Kyle Pettibone entered the meeting at this time.

**Audit Report-Final:** Dennis noted on page 3 the third paragraph from the bottom it says that “In his opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the business-type activities of the District as of June 30, 2019.” He explained cash basis of accounting which is allowed by the State, especially for smaller systems. On page 17 and 18, Dennis explained the transfers that the District did-\$200,000 to the Capital Improvement Fund, \$3,000 to the Unemployment Fund, and \$10,000 to the Truck and Equipment fund. He explained that the Special Funds can be used to expense projects or they can be expensed from the General Fund which is what the District does. Questions?

DJ asked in the Funds that the Audit shows all the movement of moneys plus the revenue and expenses out of the funds? Dennis correct.

Safe Drinking Water Loan proceeds were discussed. Dennis noted that the loan proceeds would be listed as revenue in the Capital Improvement Fund. Dennis asked if we were going to set up a debt service fund? DJ stated that there is a line item in the Capital Improvement fund where payments would come out. Dennis asked how much the loan is for? Kyle noted \$2.2 million all Federal money. Dennis stated that it depends on how you get the funds in. If you get more than \$750,000 in any one fiscal year you have to have a single audit for the financial statements which is different than we have now and more complex. Dennis will look into what his costs would be for doing a single audit for next fiscal year, how last year’s loan proceeds were booked in the financial statements, whether we need to amend the audit, and get back to DJ.

Dennis left the meeting at this time.

### **TAB 2: Reservoir #3 Project Status:**

Kyle stated that at the last meeting we discussed the 6 bids that we received. The lowest bid submitted was from JW Fowler but we’ve deemed non-responsive so their bid was rejected. The second lowest responsive and responsible bidder was from Emery & Sons for \$2.26 million. They are prepared with the approval of the Board to issue them a Notice of Award. Also for consideration is RH2’s contract amendment to extend their services during Construction, and a contract for Debbie Sluyter, who provides the labor standards for the project. Commissioner Patterson asked if our Attorney had reviewed the contracts? DJ stated that in the Notice of Award, he added a couple of words “Performance and Payment” before the word bonds, and also the wording “Certificate of Insurance”.

The other two contracts were review by our Attorney with no changes.

Public notice was discussed. Kyle stated that the intent to award had been published and that the Notice to Award will be going published both on the same plan holders list and emailed so notice will be given.

***On the basis that we have received no written protests, Commissioner Johnson moved that they approve the Notice to award to Emery and Sons, the Professional Services Amendment for RH2, and the Professional Services Contract for Debbie Sluyter. Commissioner McDowell seconded. Motion passed. Commissioners Roth, Patterson, McDowell, and Johnson voted aye. Nays-none.***

After contracts are signed the next step would be scheduling a preconstruction meeting in a larger room.

### **TAB 7: Well Reads report.**

**Non-agenda items:** Chair Roth will sign checks this month. Commissioner Patterson felt that should the bond pass for upgrading the Rivergrove School, the District should review the new design to make sure any needed improvements to meet fire flow with be the financial responsibility of the School District.

Kyle stated that the network around that area is not as strong as it needs to be to fully meet that demand. After a review is done to strengthen the area that would be in their conditions of approval where we would list upgrades that are necessary to meet the fire flow demand.

**Agenda Consensus for March 23rd, 2020 Board Meeting:**

Reservoir project status

**Adjournment:** The meeting adjourned at 8:30 AM.

Respectfully submitted,

*DJ*

DJ Ezell, Water District Manager, Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded.

**ORS 192.650 Recording or written minutes required; content; fees.** (1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting.